

LEAVE AUTHORIZATION YEOMAN ACCOUNTING PROCEDURES

1. Obtain all approved NAVCOMPT Forms 3065 from all Naval Station Norfolk departments. Commencing 10 working days from the departure date, enter a Leave Authorization Number (LAN) (i.e., NK00001) from enclosure (5). Fill in all applicable information on enclosure (5) prior to distributing Part 1 to the Naval Station Quarterdeck. In block 25, stamp the phone number of the Naval Station Quarterdeck and stamp that Part 1 of the NAVCOMPT Form 3065 must be returned to the Naval Station Leave Authorization Yeoman within five working-days of the date of return. Distribute Part 1 to the Naval Station Quarterdeck.

2. File Part 2 of the NAVCOMPT Form 3065 according to leave return date. File Part 3 of the NAVCOMPT Form 3065 in LAN order, with the most recent LAN on top.

3. Commencing the next morning, go to the Naval Station Quarterdeck, check the Deck Log, and complete blocks 27, 28, and/or 29 of NAVCOMPT Form 3065 as applicable for personnel who departed on leave or returned from leave the previous day.

4. Day of Departure/Return

a. When leave commences prior to the expiration of the member's normal working-hours, then the day of departure is counted as a day of leave.

b. When leave commences after the expiration of the member's normal working-hours, then the day of departure is a day of duty not charged as leave.

c. When no duties are scheduled for the day of departure, e.g., regular day off, then leave may commence anytime during the day.

d. When a return from leave is made at or before the commencement of the member's normal working-hours, then the day of return from leave is counted as a day of duty.

e. When a return from leave is made after the commencement of the member's normal working-hours, the day of return from leave is counted as a day of leave.

f. When leave commences and terminates on non-duty days, one of the days will be charged as leave.

5. Processing Leave Request/Authorization

a. On the sixth day following completion of leave and using the information provided above and the information from the Deck Log, complete blocks 30 through 32 of the NAVCOMPT Form 3065.

b. For members who do not return Part I, complete subparagraph a above and stamp Part 2 with the following: SVM didn't return Part 1. Leave Days Charged _____ on _____.

c. Upon completion of blocks 30 through 32, obtain Certifying Officer's signature.

d. Upon obtaining the Certifying Officer's signature, distribute Part 2 to the member via the appropriate departmental admin and make appropriate entries on enclosure (5).

e. Log completed Part 1, or copies of Part 2 if Part 1 is not received, to PSD.

f. Bi-monthly (i.e., 1st, 15th), obtains a list of processed LAN's from PSD.